

SUPPORT STAFF POSITIONS

TITLE: Mechanic

QUALIFICATIONS: The Mechanic shall have a high school diploma or GED. He or she should have a minimum of 3 to 5 years experience as a vehicle mechanic, with a thorough knowledge of diesel and gasoline powered equipment. Experience in school bus maintenance is preferred. Must have or be able to obtain own hand tools. Must have a CDL, Missouri School Bus Drivers Permit.

REPORTS TO: Fleet Maintenance Supervisor

FLSA STATUS: Non-exempt

JOB GOAL: To perform all required maintenance to ensure that school buses are in good mechanical condition and provide safe pupil transportation service.

PERFORMANCE RESPONSIBILITIES:

1. Perform repairs on school buses as needed and preventive maintenance according to a pre-determined schedule.
2. Inspect buses prior to the start of school and affix State of Missouri inspection stickers as prescribed by law.
3. Assist in preparation of the fleet for the annual State Highway Patrol inspection.
4. Travel to breakdown locations to diagnose maintenance problems.
5. Keep up to date in knowledge of maintenance of new equipment
6. Be responsible for personal and district-owned tools and equipment.
7. Assist in cleaning of shop as needed.
8. Drive routes as needed by transportation department.
9. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
10. Perform other duties assigned by Supervisor.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. All mechanics will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent of Personnel will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
Revised: May 15, 2006
Revised: December 18, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri